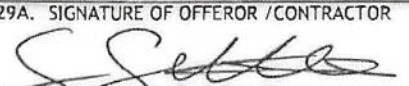



GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29				1. REQUISITION NUMBER RQ930521		PAGE 1 of 4	
2. TASK ORDER AGREEMENT NO. CW48055		3. Award/Effective Date See Section 30C		4. CONTRACT NUMBER GS-35F-0511T		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CONTACT: Email:		A. NAME		B. TELEPHONE (No Collect Calls)		6. SOLICITATION ISSUE DATE	
9. ISSUED BY  Office of Contracting and Procurement Information Technology Group 441 4 <sup>TH</sup> Street NW, Suite 7005 Washington, D.C. 20001				10. THIS ACQUISITION IS  <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE 100 %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input checked="" type="checkbox"/> GSA  SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> N/A	
						12. PAYMENT DISCOUNT TERMS	
						13. RESERVED	
5. CONTRACTOR / OFFEROR  EC America 8444 Westpark Drive, Ste 100 McLean, VA 22102				16. PAYMENT WILL BE MADE BY  CODE Office of the Chief Technology Officer 200 I Street, SE Washington, DC 20003			
15A DUNS NO. 15B TAX ID NO.				18. ADMINISTERED BY Office of the Chief Technology Officer 200 I Street, SE Washington, DC 20003			
17. DELIVER TO Office of the Chief Technology Officer 200 I Street, SE Washington, DC 20003				18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19 IEM NO.		20 SCHEDULE OF SUPPLIES/SERVICES		21 QUANTITY		22 UNIT	
CLINs				23 UNIT PRICE		24 AMOUNT	
		NextGen Enterprise Archive (Task Order Attachments A, B)		1		Var	
				\$580,636.64		\$580,636.64	
25. ACCOUNTING AND APPROPRIATION DATA  PURCHASE ORDER NO.				26. TOTAL AWARD (FOR GOVT. USE ONLY)  \$580,636.64			
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE GSA CONTRACT IDENTIFIED IN BLOCK 4.				28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: THIS TASK ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE GSA CONTRACT IDENTIFIED IN BLOCK 4.			
29A. SIGNATURE OF OFFEROR /CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Sean Swarthout, Senior Manager		29C. DATE SIGNED 11/7/16		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Jeffrey Tisdale Contracting Officer		30C. DATE SIGNED 11/7/16	

Task Order Agreement CW26293

**1. SERVICES REQUIRED**

Please see Attachment A "Statement of Work"

**2. CONTRACT NUMBER: GS-35F-0511T**

**3. TASK ORDER NO.: CW46619**

**4. PRICE SCHEDULE:**

Please see Attachment B "Price Schedule"

**5. PERIOD OF PERFORMANCE:**

- 5.1 The period of performance shall be from date of award through October 14, 2017. The period of performance is contingent on GSA's extension of FSS Contract no. GS-35F-0511T.

**6. CONTRACTING OFFICER (CO)**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

Jeffrey Tisdale  
Office of Contracting and Procurement  
200 I Street, SE Fifth Floor  
Washington, DC 20003  
Telephone: 202-727-8704  
E-mail: [jeffrey.tisdale@dc.gov](mailto:jeffrey.tisdale@dc.gov)

**7. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- 7.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 7.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- 7.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**8. CONTRACT ADMINISTRATOR (CA)**

- 8.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- 8.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- 8.1.2 Coordinating site entry for Contractor personnel, if applicable;
- 8.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
- 8.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- 8.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- 8.2 The address and telephone number of the CA is:

Page Kalapasev  
DC-NET  
655 15<sup>th</sup> street NW, suite 400  
Washington, D.C. 20005  
(202) 727-8713  
Page.Kalapasev@dc.gov

8.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract;
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

8.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## 9. ORDERING

Products and services to be furnished under this contract will be ordered by the Contract Administrator specified in Section 8.2. Such products shall be provided within 30 days of date of Award. The support service shall be provided for one year from the date of award.

## 10. PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

## 11. INVOICE SUBMITTAL

11.1 The Contractor shall submit proper invoices upon completion of services. Invoices shall be prepared and submitted to the agency Chief Financial Officer (CFO). The address of the CFO is:

DC Office of the Chief Technology Officer (Account Payable)  
200 I Street, SE  
Washington, DC 20003  
202-727-2277

11.2 To constitute a proper invoice, the Contractor shall submit the following information:

- a. Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- b. Task Order Agreement Number and Purchase Order Number. Assignment of an invoice number by the contractor is also recommended;
- c. Description, price, quantity, dates of work actually performed;
- d. Other supporting documentation or information, as required by the Contracting Officer;

- e. Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- f. Name, title, phone number of person preparing the invoice;
- g. Authorized signature.

**12. INCORPORATED DOCUMENTS AND ORDER OF PRECEDENCE**

The following documents are incorporated by reference into the contract. In the event of an inconsistency among the provisions of this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

- 12.1** Task Award: CW46619
- 12.2** Attachment A – Statement of Work
- 12.3** Attachment B – Price Schedule
- 12.4** Contract: GS-35F-0511T